



Providing information technology services to California  
Health and Human Services Agency Departments

CALIFORNIA STATE GOVERNMENT  
*Gray Davis, Governor*

CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

# CEA

## CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** Health and Human Services Data Center (HHSDC)

**POSITION TITLE:** Chief Deputy Director, CEA IV

**SALARY:** \$ 8,025 - 9,287

**FINAL FILING DATE:** FEBRUARY 21, 2003  
Applications must be postmarked by the final filing date.

### POSITION DESCRIPTION:

Under the administrative direction of the Executive Director and the California Health and Human Services Agency Secretary (Agency), the Chief Deputy Director is responsible for defining, developing and implementing the information technology strategic direction and accomplishing HHSDC's mission and goals through the use of technology. This position formulates Information Technology (IT) policy at the department level, advises the Executive Director on matters relating to IT policy affecting its customer departments and provides high level expert advice to customers on a wide variety of complex and sensitive information technology issues. The Chief Deputy Director is responsible for formulating the Information Technology Strategic Plan; and oversees the development, implementation, evaluation, and maintenance of all critical department plans and policies, including program, operational, technology and information management plans; budgets and expenditures' human resources allocations. The incumbent serves as the key advisor to the Executive Director in all areas of the HHSDC's operations; identifies and manages key issues impacting the HHSDC; explores emerging technology at the conceptual level; and provides strategic oversight to the Systems Integration, Information Systems, Technology Development and Integration, Planning and Consulting, Customer Relations, Telecommunications, and Administration Divisions.

The Chief Deputy Director responsibilities include identifying and tracking existing and emerging technology issues and formulating appropriate and innovative strategies for resolving those issues. This includes managing risks, implementing statewide business technology solutions, ensuring for a statewide technology infrastructure, and also ensuring services to customers are cost-effective and are provided with least disruption. This position is also responsible for ensuring all HHSDC projects are consistent with statewide business technology objectives, and overseeing the approval, monitoring, and evaluation of information technology (IT) projects.

The Chief Deputy Director identifies and facilitates multi-agency/statewide IT applications and initiatives. The Chief Deputy Director acts as a business liaison with state IT user community and control agencies, including the Department of Finance, Department of General Services, and the State data centers. In this role, the Chief Deputy Director establishes information sharing, research, and development relationships with IT focused governmental entities, private sector companies, and other organizations to increase the understanding of IT developments and trends.

## **EXAMINATION INFORMATION**

The examination process will consist of an application and qualifications evaluation by the departmental evaluation committee. Applicants will be required to provide examples of their experience demonstrating how they meet each of the minimum and desirable qualifications. The minimum qualifications and desirable qualifications will be used as the evaluation criteria to competitively assess the qualifications of the applicants. Interviews may only be conducted with the most qualified applicants. Qualified applicants will be ranked competitively and notified of their results on the employment list.

The results of this examination will not be used to fill subsequent vacancies. Appointment will be subject to SROA/Surplus and conditions of the Hiring Freeze.

## **MINIMUM QUALIFICATIONS**

Applicants are required to have permanent California State civil service status and must meet the following qualifications for the CEA category. (Persons who are employed by the Legislature for two or more consecutive years under Government Code Section 18990, or employed by the Executive Branch for at least two consecutive years in a non-elected status, are eligible to apply.)

- 1) Ability to perform administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:
  - a) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of contract and finance administration and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem-solving; principles and practices of policy formulation and development; personnel management; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet the objectives.
  - b) Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, vendors and the Legislature; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

- 2) The required knowledge and ability is expected to be obtained from the following kinds of experience; experience may have been paid or volunteer, in State service, other government settings or in a private organization.
- 3) Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.
- 4) Applicants must have permanent California State civil services status or meet the requirements of Government Code Sections 18990 or 18922, and satisfy the minimum qualifications.

## **DESIRABLE QUALIFICATIONS**

- Extensive knowledge and understanding of the HHSDC infrastructure.
- Extensive knowledge and understanding of the HHSDC customer base and the projects supporting those customers.
- Extensive knowledge and understanding of state information technology requirements, the control agency requirements, policies and practices.
- Ability to work cooperatively and productively with the Legislature, Department of Finance, other State data centers, and multiple contract vendors.
- Ability to plan, organize, and work with multi-disciplinary professional and administrative staff to analyze impact of infrastructure changes, procedures and practices required by 'stakeholders'.
- Management experience with significant information technology departments/projects activities including working with multiple levels of State government.
- Understanding of the importance of good customer service and the necessity for effective communication to meet customers' business needs.

## **APPLICATION INFORMATION**

All interested applicants must file a standard state application (Form 678) and a resume to the address below:

Health and Human Services Data Center  
Human Resources Branch, Attention: Tammy Ervin  
1651 Alhambra Boulevard  
Sacramento, CA 95816

**Please indicate on your application: CEA IV Exam 3HW14**

**Applicants must provide examples of their experience, which demonstrate how they meet each of the minimum qualifications and desirable qualifications on the application/resume or on a separate document.**

**Applications must be postmarked by the final filing date. Do not send application or resume via e-mail or fax.**

## **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

Questions concerning the examination should be directed to Tammy Ervin at (916) 454-7299. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929; from voice phones: 1-800-735-2922. Please visit our website at <http://www.hhsdc.ca.gov>